

Introduction to Your Union (1 day)

This course provides a basic overview of how the labour movement was integral to lobbying for the legislated rights and working conditions that we enjoy today. It reviews AUPE's structure and democratic process, and also addresses two questions: What can the union do for me, and what is my responsibility to my union? Members should take this course to gain an understanding of the labour movement and to determine how they can get active within AUPE's structure. *This course is also offered online.*

Component Officer Training (2 days) Formerly Union Officer Training

Provides component officers with information on AUPE's structure, roles and responsibilities of union officers, effective meetings, rules of order, and speaking in a union context. The course ends with a mock meeting to provide an opportunity to apply some of the knowledge gained in the course.

Prerequisites: Completed *Introduction to Your Union* and must be a *Component Officer*. Previous *Union Officer Training* participants are exempt.

Contract Interpretation (1 day)

This one-day course will introduce members to a seven-step process that facilitates how to read a collective agreement. Examination of good and bad contract language and applying a systematic approach to determine contract violations are key components of this introductory class. This course is recommended to all members who want to learn the basics to reading and interpreting their collective agreement.

Prerequisites: Completed *Introduction to Your Union* course.

Introduction to OH&S (2 days) Formerly: OH&S Advocate Level 1

This introductory level course provides an overview of health and safety elements for workers and workplaces. The history of health and safety issues, legislation necessity, hazard identification, and collective agreement coverage regarding health and safety will be reviewed. Members will learn a variety of practical skills and assessment tools to assist in developing effective health and safety cultures in their workplaces. This is a highly practical and interactive course for members interested in developing skills and effective knowledge for introductory occupational health and safety. **Prerequisites:** *Must have taken the Introduction to Your Union* course. (Previous *OH&S Advocate Level 1* participants are exempt)

Basic Conflict Management (2 days)

This course focuses on basic conflict management skills. The course centers on effective communication skills as a key strategy to preventing negative conflicts from developing in workplaces. Participants will practically assess their own conflict management styles (strengths and challenges of this), and learn when not to intervene in conflicts. Key prevention strategies to address conflict before it becomes negative and destructive will also be an active component of this course. This is a highly interactive course that requires a commitment to active participation in a variety of exercises, discussions and practical application of effective communication skills. **Prerequisites:** *Must have taken the Introduction to Your Union* course.

Foundation for Union Stewards

(3 days + homework & Mentorship) Formerly: *Union Steward Level 1 & 2*

The Foundations for a Union Steward course will focus on the Union Steward as a grievance handler. The following areas will be covered to ensure a thorough process is followed for managing grievances. The areas include: Roles and Responsibilities of a Steward, Interviewing Members, Legislation, Investigations, Disciplinary and Non-Disciplinary Grievances, Grievance Writing and Presentation. The program will include anti-racism training, duty to accommodate situations and exposure to many other workplace scenarios. Members will be expected to attend all three days of training and complete a homework assignment within a specific time period to continue on to the mentoring component of the program.

Prerequisites: *Must have taken Contract Interpretation, Introduction to OH&S, Basic Conflict Management and be a Nominated Steward.* (Previous *Union Steward Level 2* participants are exempt)

OH&S for Stewards (2 days) Formerly: OH&S Advocate Level 2

Learners will use Occupational Health and Safety and Workers' Compensation legislation along with their collective agreements to understand what the union steward's role is in OH&S. Will focus on developing strategies to identify potential health and safety issues, workplace hazards and proper reporting procedures. **Prerequisites:** *Must have completed the current Union Steward Program OR be a Union Steward and completed OH&S Advocate Level 1.* (Previous *OH&S Advocate Level 2* participants are exempt)

*Component Officer: Chair, Vice Chair, Secretary, Treasurer, Council Rep., Alternate Council Rep., Chief Steward, Provincial Executive, Alternate Provincial Executive, Union Steward or Worksite Contact

Please Note: Courses will run from 8:30 am to 4:30 pm. If you have other commitments that conflict with our class times eg. childcare, doctors appointments etc, please make arrangements so that you are able to attend the registered course for the entire day(s). We request that members please do not register for a course on days you are unable to attend for the course entirety.

AUPE Regional Offices

Headquarters

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EDUCATION SCHEDULE

WINTER/SPRING 2016

The AUPE' education program is responsible for developing and delivering education courses to members and officers in support of the role they perform in their union.



TO REGISTER CALL 1-800-232-7284

Registration begins Jan. 5, 2016

	EDMONTON	CALGARY	RED DEER	LETHBRIDGE
Introduction to Your Union	May 4	May 5	May 3	Mar. 8
Contract Interpretation	Apr. 15 June 10	Apr. 14 June 10	Apr. 6 June 9	Apr. 14
Introduction to OH&S	Apr. 7 & 8 May 26 & 27	Apr. 12 & 13 May 26 & 27	June 14 & 15	Apr. 12 & 13
Basic Conflict Management	Mar. 30 & 31 June 8 & 9	Mar. 30 & 31 June 8 & 9	Apr. 7 & 8 May 30 & 31	March 30 & 31
Component Officer	Apr. 21 & 22 June 16 & 17	Apr. 21 & 22 June 16 & 17	Apr. 19 & 20	
Foundations for Union Stewards	Mar. 16 - 18 May 17-19	Apr. 5-7 June 15-17	May 11 - 13	
OH&S for Stewards	Apr. 13 & 14 June 28 & 29	May 3 & 4 June 28 & 29	June 22 & 23	
Online Introduction to Your Union	Mar. 21 - Apr. 4 June 6 - 20			

Please note that AUPE Core Courses will continue to be offered in Edmonton, Calgary, Red Deer and Lethbridge.

- Members within the Grande Prairie, Peace River and Athabasca servicing areas are required to register for courses in **Edmonton**.
- Members within the Camrose servicing area are required to register for courses in **Edmonton** or **Red Deer**, whichever location is closest to your home.
- Members within the Lethbridge and Medicine Hat servicing areas are to register for courses in **Lethbridge** where possible, and can otherwise register for courses in **Calgary**.
- When registering for courses, members are required to call to register for themselves. As well please ensure all course prerequisites are met.
- For more details regarding courses AUPE has to offer please refer to the AUPE website at <http://www.aupe.org/member-resources/education/>. This includes the core course schedule for Winter/Spring 2016, course descriptions with prerequisites, Union Steward nomination forms and other AUPE Education details.